Here are some Microsoft Excel tips for your convenience.

USING EXCEL'S IF FUNCTION

There are times when you can make good use of Excel's IF functions in your worksheets. Let's say you have a sales sheet that you use to determine who might qualify for a bonus. You have a list of names in the first column (say column B) and the monthly sales amounts for each one in column C.

Let's look at how to use IF. The basic form of the IF function is

IF (condition, true response, false response)

So, in our example, you can use the IF function in column D to indicate qualification. Let's assume that the minimum for bonus qualification is $10,000. If your names are in B2, B3, B4, and B5, and your sales totals are in C2, C3, C4, and C5, type into cell D2 the following formula:

=IF(C2>10000,"Qualified","Not Qualified")

You should get your result for cell C2 now. Select cell D2 and then grab the little handle and drag down to D5. This copies the formula to the remaining cells.

USING EXCEL'S TRIM FUNCTION

If you ever import text from another program into Excel, you may need to use the **Trim** function. **Trim** gets rid of all the extraneous spaces in a text string.

Let's say you import a string such as 'This is data from another source' into an Excel worksheet. Chances are you don't want any extra spaces in the string. Let's say the imported text is in cell A1. Go to cell F1 and enter

=trim(a1)

Those unwanted spaces will disappear.

EXCEL: CHANGING FORMATS ON THE FLY

When you're working with an Excel worksheet, you frequently need to set a cell's format. You can click the cell, choose **Format**, **Cells**, and make your selection from the dialog box.

There's a quicker way to make those cell format changes. All you have to do is press a key combination, and you can apply the standard form of a number of formats. Let's say you want to use the Currency format. Just click the cell to select it and then press Ctrl-Shift-$ to apply the default Currency format. Here's a list of some other formats and their appropriate keystrokes.

General: Ctrl-Shift-~
Two decimal places (0.00): Ctrl-Shift-!
Percent (%): Ctrl-Shift-%
Scientific: Ctrl-Shift-^

COPYING DATA FROM A COLUMN OR ROW TO ANOTHER

The next time that you need to copy data from one column or row to another, try dragging while holding down the right mouse button. When you drop the data, Excel presents a special menu with some time saving options.

CREATING A PAGE HEADER AND FOOTER

In the Page Setup dialog box, enter "Page &[Page] of &[Pages]" in the Header/Footer sections to create a header or footer that reads "Page n of nn".

NAVIGATING MULTI-SHEET WORKBOOKS QUICKLY

Did you know that you can quickly navigate multi-sheet workbooks by right-clicking on the arrow buttons at the bottom left-hand side of the screen? Doing so causes a menu with all sheet names to appear. Left click on the sheet of your choice, and then that sheet will be activated.

DETERMINE THE NUMBER OF MONTHS BETWEEN TWO DATES

If you ever need to determine the number of months between two dates, the simplest way is with the =DATEDIF function. Here's a sample scenario: =DATEDIF(A1,B1,"m") will return 12 if cell A1 contains the date 01/01/02 and cell B1 contains the date 12/31/02.

DISPLAY FILENAME AND PATH

Enter =CELL("filename") in a worksheet cell to display the name and path of your spreadsheet. If you save the file in a new location, the formula will update automatically. OR to show only on the printout, you can add &[Path]&[File] to the Header or Footer fields under **Page Layout, Sheet Options, Header/Footer**.

SORTING BY COLUMN

The default setting for sorting in ascending or descending order is by row. Occasionally, you may want to sort by column instead. To do so, choose **Data**, **Sort**, then click the **Options** button. Choose **Left to Right**, and then click **OK**. Select the row that you want to sort by, and then click **OK**.

FORMATTING TEXT WITHIN A CELL

To alter the font or color of any part of a cell, use the Formula Bar at the top of the screen to highlight a portion of the text within a cell. Next, click **Home**, **Format**, and then **Cells**. You can use Font tab to change the font or apply characteristics such as underlining, bold, or color.

SEE TWO SHEETS WITHIN A WORKBOOK SIMULTANEOUSLY

Sometimes it's helpful to see two sheets within the same workbook at the same time. To do so, choose **View**, and then **New Window**. Next, choose **View**, **Arrange All**, and then choose **Horizontal**. Click **Windows of Active Workbook**, and then click **OK**. If you want to see the windows side by side, choose **Tiled** or **Vertical** in the Arrange dialog box.

REMOVE ALL PAGE BREAKS FROM WORKSHEET

Press Ctrl-A to select all cells, and then choose **Page Layout, Breaks, Reset All Page Breaks**.

DELETE ROWS THAT ARE COMPLETELY EMPTY FROM WORKSHEET

Normally you can delete rows by selecting the rows(s) and selecting Edit, Delete. If you need to delete multiple empty rows throughout the worksheet, you can use a simple macro to accomplish this. Open **View**, **Macros.** Type a name for the macro in the **Macro Name** box**, click create**. The Visual Basic Editor will appear. Paste the following ('a' being the column that has data):

```
Sub deleterows()
Range("A:A").SpecialCells(xlCellTypeBlanks).EntireRow.Delete
End Sub
```

And click 'save', close Visual Basic Editor. Go back to workbook, and select **View**, **Macros**, and **Run**.

TURNING GRIDLINES ON AND OFF IN EXCEL

If you want to turn off the gridlines in Excel, you choose **Page Layout**, **Gridlines**, deselect the **View** check box. To turn the gridlines back on, you repeat the process and select the **View** check box.

If turning gridlines on and off is something you need to do often, why not use a simple macro to do the job for you? This macro is simple to use because it's a true toggle program. Run it the first time, and it turns off the gridlines. Run it again, and it turns them back on.

Here's the macro:

Sub ToggleGridLines()

ActiveWindow.DisplayGridlines = Not
ActiveWindow.DisplayGridlines

REMOVE CHARACTERS FROM TEXT

Sometimes you only want to capture part of a cell. The following will allow for you to get part of the text:

=Left(A2,Len(A2)-2) - removes last two characters from contents of A2.

= Right(A3,Len(A3)-8) - removes first 8 characters from A3.

ENTERING AN ARRAY FORMULA:

An array formula is a formula that works with an array, or series, of data values rather than a single data value. To enter a formula as an array formula, type the formula in the cell and press the **CTRL SHIFT** and **ENTER** keys at the same time rather then just **ENTER**. You must do this the first time you enter the formula and whenever you edit the formula later. If you do this properly, Excel will display the formula enclosed in curly braces { }. You do not type in the braces -- Excel will display them automatically. If you neglect to enter the formula with **CTRL SHIFT ENTER**, the formula may return a #VALUE error or return an incorrect result.

CAPITALIZE COLUMNS

In the case you need to make a column all capital letters, you can use the **UPPER** Formula. Select an empty cell next to the column you need to make capital. Type: =UPPER('cell') **-** cell being the cell you need to capitalize. Copy this formula to all of the cells adjacent to the original column. Insert another column next to the formula column. In this column copy the entire formula column, select Paste, **Paste Special** and **Values**. Hide the original and the formula columns and only display the end result.